



Microsoft Entourage

To configure Microsoft Entourage to work with a 3000K-provided email account, follow these steps.

1. Open Entourage.
2. Select Tools -> Accounts.
3. Click on the “New” button in the top lefthand corner.
4. Type your name. Click the right arrow
5. Select “I already have an e-mail address...” Enter the email address provided to you by 3000K. Click the right arrow.
6. At the “My Incoming Mail server is...” pull-down menu, choose POP.
7. In “Incoming Mail Server” type mail.yourdomain. (for example, mail.yahoo.com or mail.whitehouse.gov).
8. In the “Outgoing (SMTP) Mail Server” box, enter relay.yourdomain (for example, relay.3000k.com or relay.yahoo.com).
9. In “Account ID,” enter the username for the email account given to you by 3000K. This name is the part of your email address prior to the @ sign. So, if your address is bob@3000K, bob is your username.
10. In “Password,” enter the password supplied to you by 3000K in the password field.
11. Title the account however you’d like in the “Account Name” field.
12. Click “Finish.”

Now you’re ready to start receiving email at your new 3000K-provided email address!

If you have further questions, please contact 3000K at support@3000k.com or 508-754-6797.

Visit us online at www.3000k.com